

Job Posting: Conference Management Intern, Leadership Conference, FL Technology Student Association

Job Type: Part Time, Internship

Contract Scope: 2024 FL TSA State Conference (October 23-26, 2024)

Job Responsibilities

- Support conference manager with organization of conference management room
- Assist with onsite conference registration and resolve registration issues
- Attend pre-conference planning meeting with hotel staff (morning of event)
- Communicate with FL TSA Staff and hotel management to ensure flawless execution
- Support event coordinators with locating pre-purchased supplies onsite for each event
- Attend entire FL TSA state conference and work in conference management room
- Assist with loading and unloading conference supplies from truck
- Coordinate logistics of materials from conference management to assigned room
- Clean up conference management room
- Communicate effectively with other conference management team members and stakeholders
- Timely communication with Conference Manager and Executive Director

Skills

- Superior organizational skills
- Experience with Microsoft Office Applications
- Effective oral and written communication
- Positive, team-oriented attitude
- Experience with meeting deadlines on budget
- Ability to manage multiple tasks

Requirements

- College student or recent graduate seeking work experience in Conference Management
- Former TSA member preferred

Reports to Florida TSA Executive Director

Apply by sending resume and letter of intent to Justin Lauer, FL TSA Executive Director
TSA@JustinLauer.net